SPECIAL PURPOSE DISTRICT

AP "SMART" SPREADSHEET

v2.0

USER GUIDE

Table of Contents

Chapter 1: Introduction

The Special Purpose AP "Smart" Spreadsheet is a tool for preparing payment requests, also called vouchers, to be submitted to King County Accounts Payable for processing. This user guide will walk you through configuring your spreadsheet for first time use, the various methods of data entry, and the preparation of the CSV file & Voucher Approval Document.

There are three methods to input data into the "Smart" Spreadsheet. Depending on your volume of payment requests, frequency of payment requests, and finance system capabilities you will need to select the data entry method most suited to your operational needs.

1. **Manual Data Entry Method** - One method is to manually type the vendor name, address and payment information for each transaction. This method is most suitable for a low volume/low frequency scenario.

2. **Vendors Tab Method** - Another method is to store your vendor information *(name, address, etc.)* in the 'Vendors' tab within the spreadsheet, and use drop down lists in the 'Warrant Data Entry' tab to select the desired payees. Selecting vendors from the drop-down list automatically fills in the associated address information stored in the 'Vendors' tab leaving only the payment information to be entered manually. This method is faster than the Manual Data Entry method and is most suitable for low to medium volume and low to high frequency scenarios.

3. **Import Method** - A third method, if your finance system supports it, is to export your voucher data *(vendor and payment information)* from your finance system and import it into the "Smart" Spreadsheet. This is the fastest data entry method and is most suitable for medium to high volume/high frequency scenarios.

Once you have selected the data entry method most suited to your needs, you are ready to get started.

Note: The Special Purpose District AP "Smart" Spreadsheet is only supported on machines running 32-bit versions of the Windows Operating System and Excel 2003, 2007, or 2010.

Chapter 2: Getting Started

To get started, open a web browser *(e.g. Internet Explorer, Firefox, Chrome, etc.)* and navigate to the King County Special Purpose District webpage at
http://www.kingcounty.gov/operations/Finance/Special_Districts.aspx

In the 'Accounts Payable' section click on the link for the AP "Smart" Spreadsheet and save the file to your computer in a place where you can easily access it *(e.g. on your Desktop or a designated folder)*.

Once you have saved a copy of the "Smart" Spreadsheet, follow the directions described in Chapter 3: 'One Time Setup' to complete the one time configuration procedure.

Chapter 3: One Time Setup

The Configuration tab stores information that is referenced every time you use the "Smart" Spreadsheet, such as your district name, notification email address, and import, export and backup folder locations. It also allows you to select whether or not you would like vendor addresses to be printed on warrants and whether or not you will use the Vendors tab. <u>The settings in the Configuration tab must be configured and saved prior to using the spreadsheet for the first time.</u> Once configured, these settings can be adjusted should your needs change.

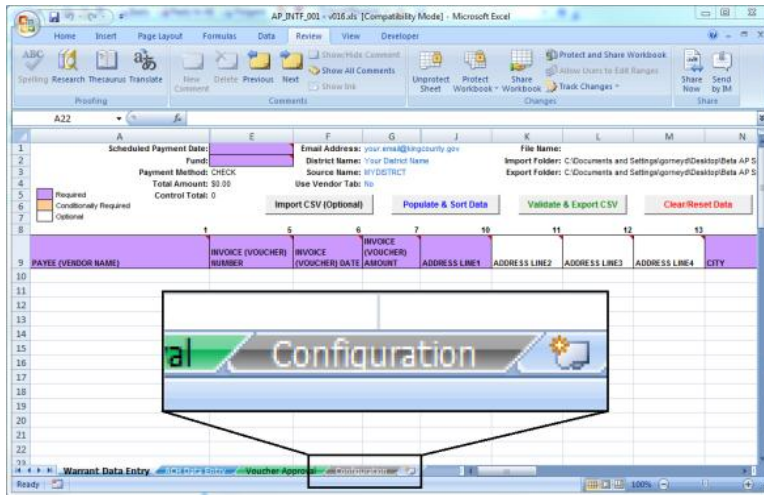*If you haven't already, open the spreadsheet and enable macros (see Appendix A: '[Enabling Macros]').*

Figure 1

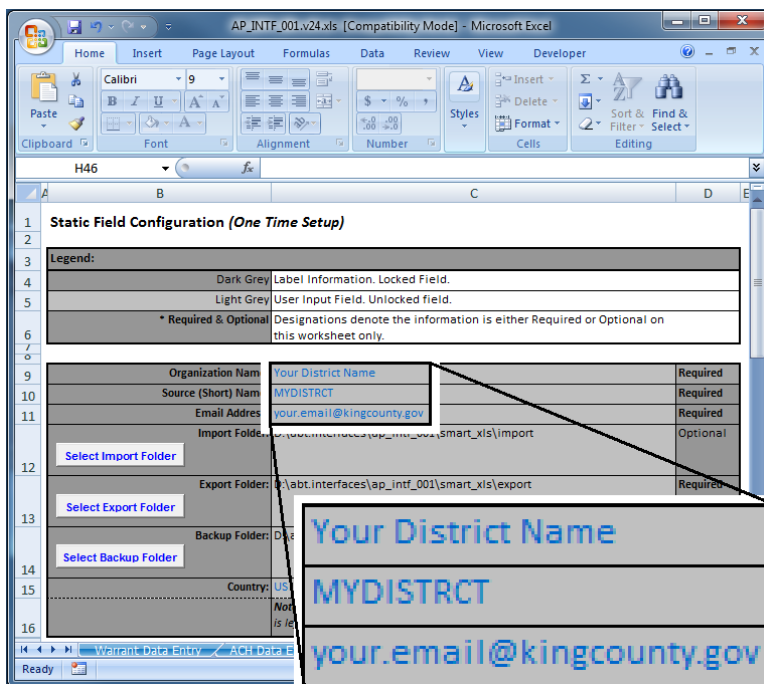❶ Click on the 'Configuration' tab at the bottom of the spreadsheet.

Figure 2

❷ In the light gray fields (see Figure 2) enter your **Organization's Name** *(this will appear in the Voucher Approval document)*, your **Source Name** *(the abbreviated name provided to you by King County)*, and your **Email Address** *(where confirmation or error notification emails are sent when files are uploaded to King County's finance system).*
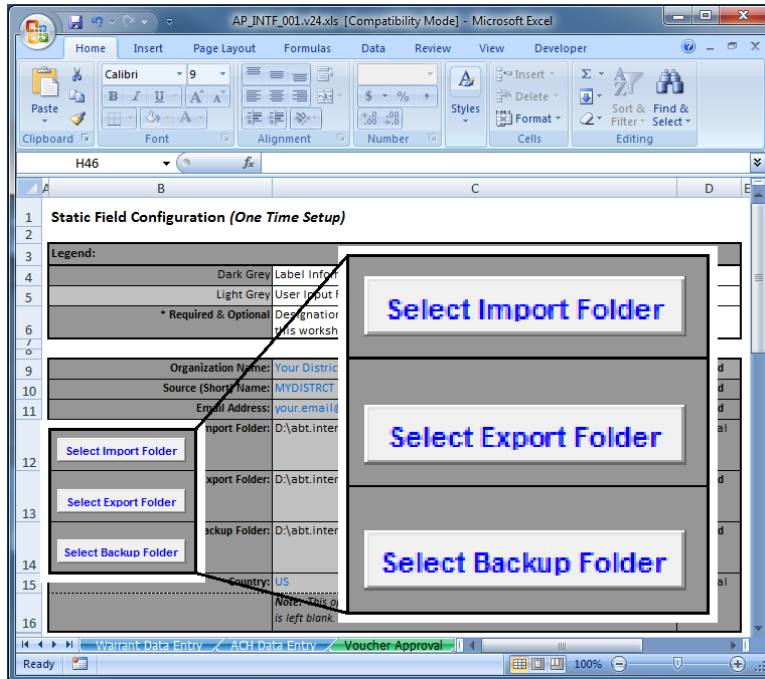
Figure 3

❸ Click the **Select Import Folder** button to set the location of the import file from your finance system *(This step is required if you plan to use the Import Method for data entry. For information on the required import file structure, see Appendix C: 'Import File Structure').*

Note: If the button does not bring up a window for you to select a folder, then you do not have macros enabled.
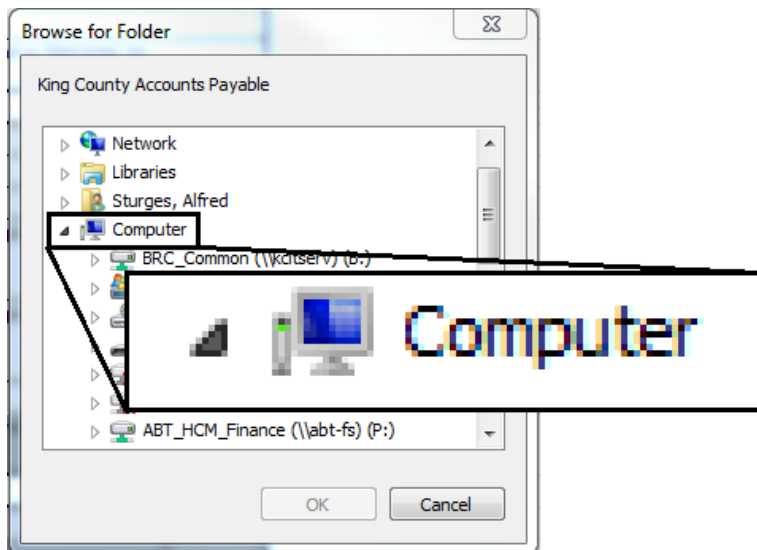

Figure 4

❹ Using the little triangles or plus signs to expand folders, select the desired folder location and click 'OK'.

❺ Repeat the same procedure in steps ❸ & ❹ to set the **Select Export Folder** and **Select Backup Folder** locations.

Note 1: The **Export Folder** is where the spreadsheet will save your CSV data files, which you will then upload to King County's finance system. At the same time it saves your CSV file, the spreadsheet will also save a copy of itself to the **Backup Folder** under the same name. This is so you will have a record of, and access to, a copy of the Voucher Approval Document that matches your CSV file. We strongly recommend you use different folders for your Export and Backup folders.

Note 2: The naming convention is: AP_***DISTRICT SHORT NAME***_APSUPINV_***DATETIMESTAMP***.CSV

Thus, if the District Short Name is **KCDIST1** and the date and time the CSV file is generated is **October 2, 2012 at 1:43 and 47 seconds PM** then the CSV filename created will be:
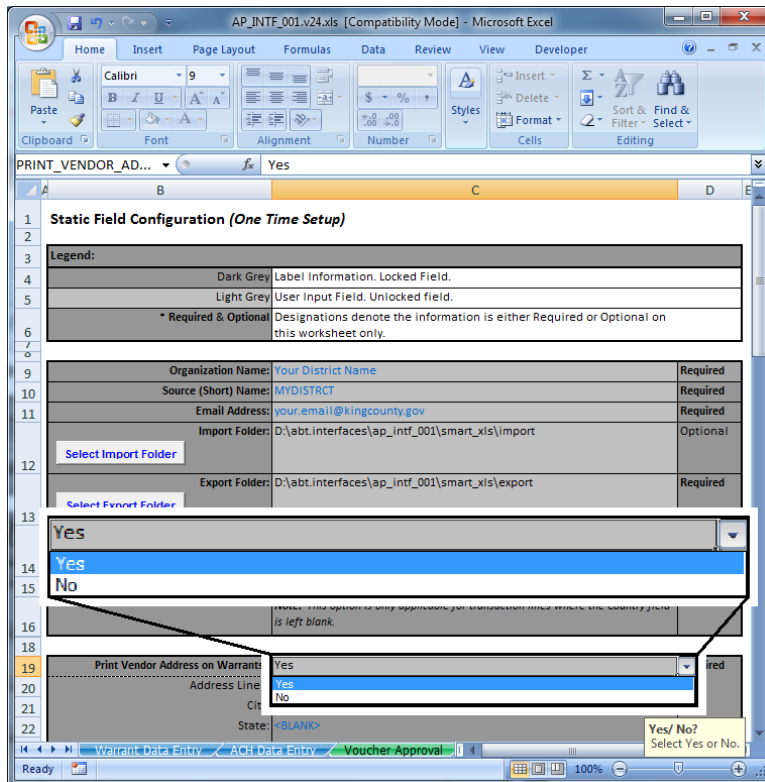
AP_KCDIST1_APSUPINV_20121002134347.CSV

Figure 5

❻ If you would like your vendors' addresses to be printed on each warrant, click on the **Print Vendor Address on Warrants?** option and using the drop down list, select 'Yes' *(see Figure 5).*

If you select 'No', then for any transaction lines in the spreadsheet where the address fields are left blank, the blank cells will be replaced by '<BLANK>'. Also, each address line on the printed warrant will be replaced by a single period.

❼ If you plan to store vendor name and address information in the 'Vendors' tab to use as a lookup table, click on the **Use Vendors Tab for Warrant Data Entry** option and, using the drop down list, select 'Yes'. Otherwise, set this option to 'No'.

Note: Regardless of the 'Yes'/'No' selection in the 'Configuration' tab, any addresses entered in the 'Warrant Data Entry' tab will display and print on the warrants.

❽ Save the spreadsheet *(Ctrl+S)* so the next time you open the "Smart" Spreadsheet you will not need to perform these steps again.

Tip: Click on 'Warrant Data Entry' tab at the bottom of the spreadsheet before saving so that when you open the spreadsheet in the future it opens on the 'Warrant Data Entry' tab instead of the 'Configuration' tab.

You have now completed the one-time setup and can proceed to Chapter 4: '<u>Using the "Smart" Spreadsheet</u>'.

Chapter 4: Using the "Smart" Spreadsheet

Overview

The "Smart" Spreadsheet is designed to help you place your voucher payment data into a standard file format that can be uploaded to King County's Oracle EBS finance system so that payments can be issued. This standard file format is a CSV *(Comma Separated Value)* format and is required as there are many different finance systems across the Special Purpose Districts with varying levels of sophistication, capabilities and volume of voucher requests. The CSV file that the "Smart" Spreadsheet creates contains more than payment data. It also contains values for error checking and handling, such as the number of transactions, payment totals, your district name, the date and time the file was created, and your email address for confirmation and error notification.

In addition to the CSV file created by the "Smart" Spreadsheet, the spreadsheet also generates a Voucher Approval Document summarizing the voucher transaction details. The Voucher Approval Document is labeled with your district's name, space designated for the Preparer's name/contact information, and Payment Certification authorization, followed by the transaction summary.

These two outputs, the CSV file and the Voucher Approval Document, are required to be transmitted to King County in order for vendor payments to be issued.

High Level Steps

There are three primary steps to complete in order to process and generate the CSV file and the Voucher Approval Document as well as prepare them for submission to King County Accounts Payable. With the exception of printing the Voucher Approval Document, they are all performed in the Warrant Data Entry tab independent of the data entry method selected. These high-level steps are:

1. Entering Data Into the "Smart" Spreadsheet

2. Preparing the CSV File

3. Preparing the Voucher Approval Document

The chapters that follow will guide you through these steps.

Chapter 5: Data Entry

As described in the [Introduction](#) to this User Guide, there are three methods to enter voucher data into the "Smart" Spreadsheet. Depending on your volume of payment requests, frequency of payment requests, and finance system capabilities you will need to select the data entry method most suited to your operational needs.

If you selected the Vendors Tab Method, please read Appendix B: '[Using the Vendors Tab](#)' before proceeding. Likewise, if you selected the Import Method, please read Appendix C: '[Import File Structure](#)' before proceeding. The Manual Data Entry Method does not require any additional setup. Once a preferred method has been selected and set up, you are ready to begin using the "Smart" Spreadsheet operationally.

If you haven't already, open the spreadsheet, enable macros (see Appendix A: '[Enabling Macros](#)') and navigate to the 'Warrant Data Entry' tab.

Option 1: Manual Data Entry Method

Figure 6

❶ In the field labeled **Scheduled Payment Date**, enter the date you would like your warrants to be printed *(MM/DD/YYYY).*

❷ In the field below, labeled **Fund**, enter the 9-digit fund number you will be using for this group of transactions.
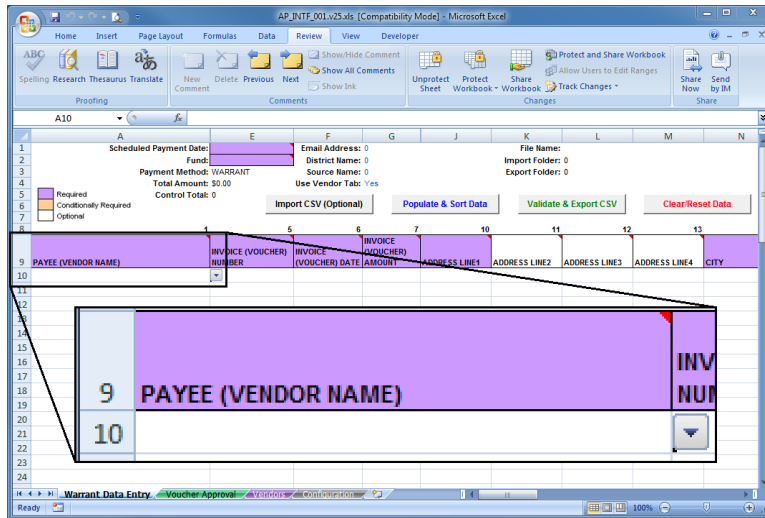
Figure 7

❸ For each transaction you will be entering, begin with the first empty field in the **Payee (Vendor Name)** column and type the name of the vendor you are paying, as you would like it to appear on the warrant.

Figure 8

❹ On the same row, in the empty fields under the **Invoice (Voucher) Number**, **Invoice (Voucher) Date** and **Invoice (Voucher) Amount** columns, type your invoice (voucher) number, date, and amount. These fields will be printed on the warrant remittance advice.

Note: Invoice (Voucher) Numbers must be unique for each vendor or they will be flagged as errors in Oracle EBS after you submit your CSV file.

If you do not have a system that generates unique voucher numbers, consider putting today's date in the **Invoice (Voucher) Numbers** field *(e.g. COURIER-093012)*.

❺ If you set the **Print Vendor Address on Warrants?** option to 'Yes' in the 'Configuration' tab, enter the vendor's address information in the appropriate cells to the right of the invoice information.

Note: Address Line 1, **City**, **State**, and **Zip (Postal) Code** fields are required if the above configuration setting is set to 'Yes'.

❻ **Optional:** Enter a description of your payment in the **Description** field if you would like one to appear on the warrant remittance advice.

❼ If you have more payments, go back to the **Payee (Vendor Name)** column and begin again on the next row. Follow steps ❸ through ❻ until all payment requests have been entered.

You are now ready to prepare your CSV file *(proceed to Chapter 6: 'Preparing the CSV File').*

Option 2: Vendors Tab Method

Reminder: If you have not yet done so, read Appendix B: 'Using the Vendors Tab' before proceeding.

Figure 9

❶ In the field labeled **Scheduled Payment Date,** enter the date you would like your warrants to be printed *(MM/DD/YYYY).*

❷ In the field below, labeled **Fund**, enter the 9-digit fund number you will be using for this group of transactions.

Figure 10

❸ For each transaction you will be entering, begin with the first empty field in the **Payee (Vendor Name)** column and click on the gray triangle to bring up a drop-down list from which you may select your Payee.

Note: Selecting the **Payee** name from the drop-down list will perform a lookup from the 'Vendors' tab and automatically fill in the address fields to the right.
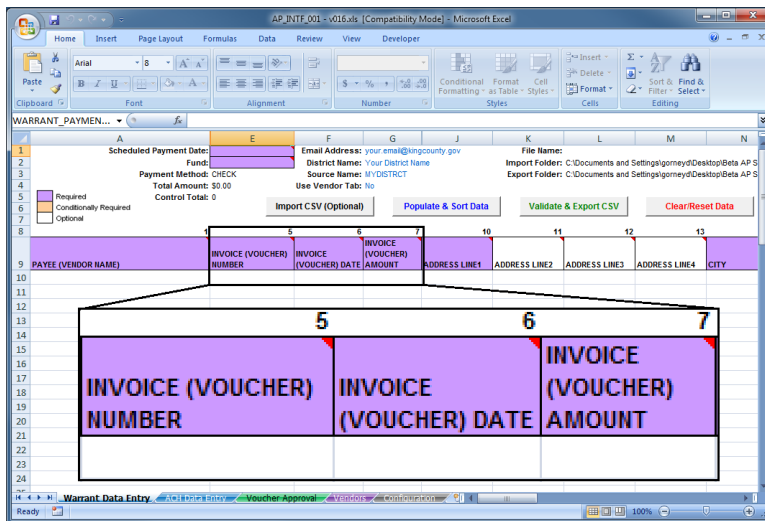
Figure 11

❹ On the same row in the empty fields under the **Invoice (Voucher) Number**, **Invoice (Voucher) Date** and **Invoice (Voucher) Amount** columns, type your invoice (voucher) number, date, and amount. These fields will be printed on the warrant remittance advice.

Note: Invoice (Voucher) Numbers must be unique for each vendor or they will be flagged as errors in Oracle EBS.

If you do not have a system that generates unique voucher numbers, consider putting today's date in the **Invoice (Voucher) Numbers** field *(e.g. COURIER-093012)*.

❺ **Optional:** Enter a description of your payment in the **Description** field if you would like one to appear on the warrant remittance advice.

❻ If you have more payments, go back to the **Payee (Vendor Name)** column and begin again on the next row. Follow steps ❸ through ❺ until all payment requests have been entered.

You are now ready to prepare your CSV file *(proceed to Chapter 6: '[Preparing the CSV File](#)')*.

Option 3: Import Method

Reminder: If you have not yet done so, read Appendix C: '[Import File Structure](#)' before proceeding.
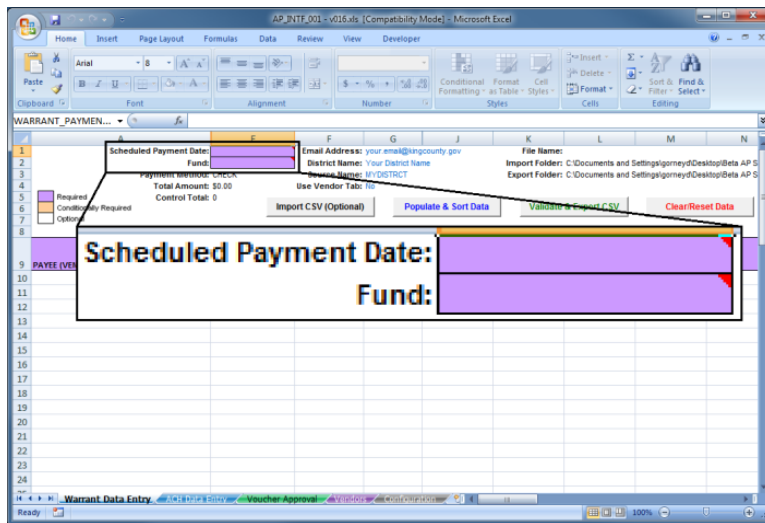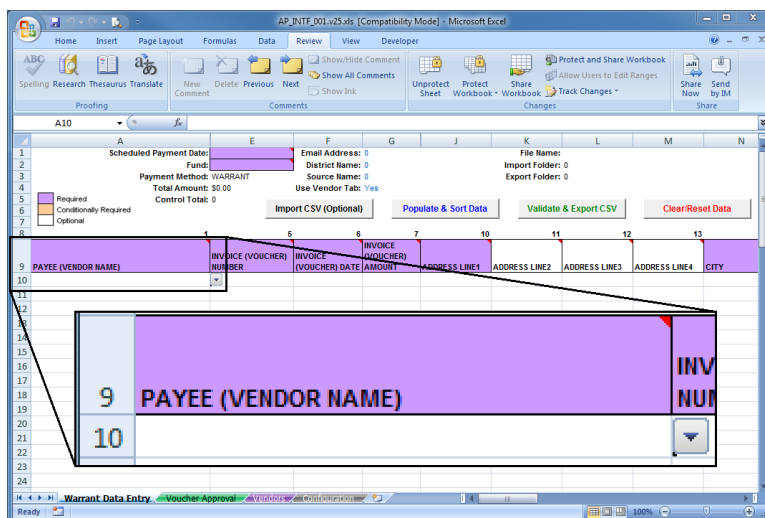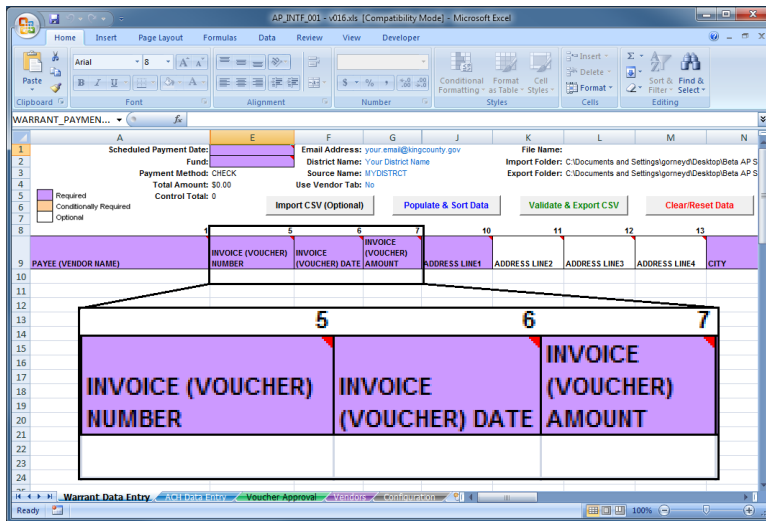

Figure 12

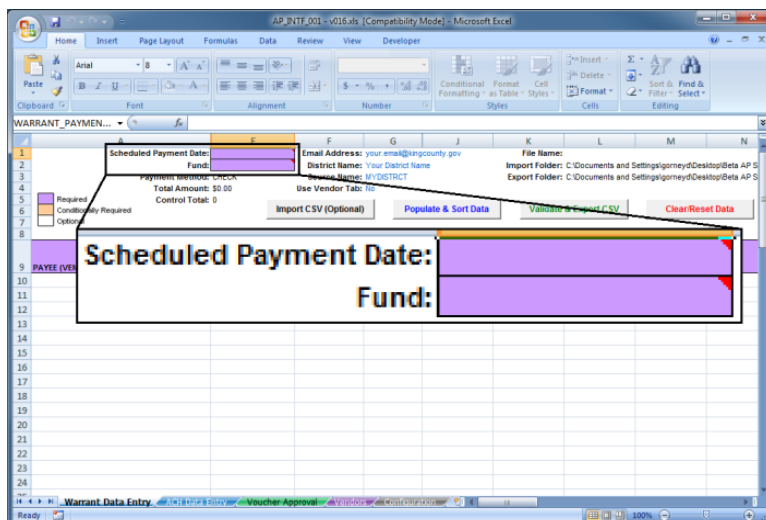❶ In the field labeled **Scheduled Payment Date,** enter the date you would like your warrants to be printed *(MM/DD/YYYY).*

❷ In the field below, labeled **Fund**, enter the 9-digit fund number you will be using for this group of transactions.

Figure 13

❸ Click on the **Import CSV (Optional)** button (Figure 13), select your import file *(exported from your finance system)*, and click 'Open'. This will automatically import your data into the spreadsheet.

Note 1: If you do not see your import file when clicking on the **Import CSV (Optional)** button, verify the **Import Folder** is correctly set in the 'Configuration' tab.

Note 2: Invoice (Voucher) Numbers must be unique for each vendor or they will be flagged as errors in Oracle EBS.

Note 3: If you set the **Print Vendor Address on Warrants?** option to 'Yes' in the 'Configuration' tab the **Address Line 1**, **City**, **State**, and **Zip (Postal) Code** fields are required; otherwise these are optional.

Note 4: The Import Method can also be used in conjunction with the Vendors Tab Method. For example, if your finance system can only export a limited number of fields, then the vendor name and payment information could be exported and imported into the spreadsheet. Upon import the vendor names would automatically be matched to the vendor information in the 'Vendors' tab and the associated address information would be filled in on the 'Warrant Data Entry' tab.

You are now ready to prepare your CSV file *(proceed to Chapter 6: '').*

Chapter 6: Preparing the CSV File

Once you have finished entering your data into the "Smart" Spreadsheet you will need to prepare the data for export to a CSV file and upload to King County. This involves four steps: 1) Populating the hidden fields in the spreadsheet with data required by King County's finance system and sorting them alphabetically; 2) Checking to ensure that all required fields contain valid data *(this step will also highlight data fields containing common errors so they may be corrected)*; 3) Uploading the CSV file to King County; and 4) Verifying Oracle EBS received the file successfully with no additional errors.
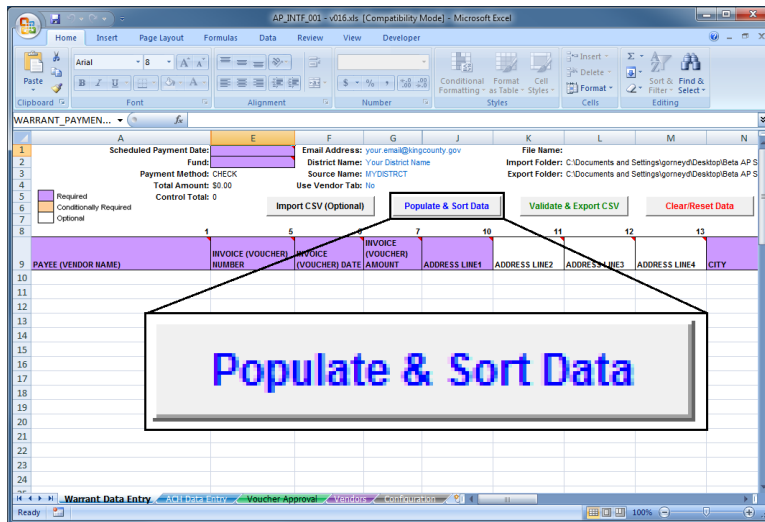
Figure 14

❶ Click the **Populate & Sort Data** button at the top of the spreadsheet. After the hidden fields are populated with data required by the Oracle EBS system and all of the data is sorted alphabetically, you will be presented a message confirming this step has completed successfully.

Note 1: If your configuration settings are set to not print vendor addresses on warrants, then any <u>blank</u> address fields *(Address Line 1, City, State, Zip (Postal) Code)* will be replaced with '<BLANK>' in blue text. Blank **Country** fields will also be replaced in blue with the default country code *(i.e. US)*, as specified in the 'Configuration' tab.

Note 2: Regardless of the 'Yes'/'No' selection in the 'Configuration' tab, any addresses entered in the 'Warrant Data Entry' tab will display and print on the warrants.

Figure 15

❷ Click the **Validate & Export CSV** button. This will validate many common data errors including missing data or data of the wrong type. If any errors are found they will be described in an error message and highlighted for your convenience.

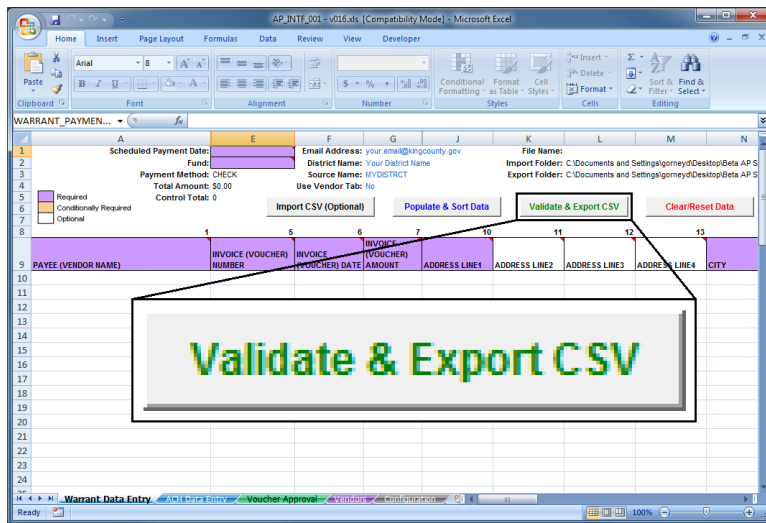**Note 1:** If there are errors presented to you, you will need to correct them and click the **Validate & Export CSV** button again. If there are no errors, a CSV file containing the payment data to be submitted to King County Accounts Payable will be created and saved in your Export Folder and a copy of the "Smart" Spreadsheet containing your inputted data will be saved in your Backup Folder. Folder locations are specified in the 'Configuration' tab.

Note 2: If you have more than one batch to process and need to clear (remove) the data content from the 'Warrant Data Entry' tab or, if you need to just start over for any reason, you can click the **Clear/Reset Data** button to the right of the **Validate & Export CSV** button. Prior to clearing the data you will be prompted to confirm this action.

❸ Note the name of the CSV file *(shown at the top of the spreadsheet)* and upload the file to the King County Oracle EBS system via the AXWAY Secure Transport Procedure. For more information on using AXWAY to upload your CSV file visit: http://www.kingcounty.gov/operations/Finance/~/media/operations/finance/Special_Districts/SD_CM_ KC_Secure_Transport_Procedure.ashx.

❹ Check your email program to verify receipt of an email from the Oracle EBS system confirming, "No pre-validation errors have been found. King County Accounts Payable will continue processing the file on receipt of your payment authorization documentation."

Note 1: This message can take between 5 to 15 minutes. The sender will be listed as 'ORACLEEBS' and the subject line will contain the name of your CSV file.

Note 2: If the email indicates one or more errors have been found, you will need to correct the errors and repeat steps 2 - 4 above. For more information on error messages see Appendix D: 'Troubleshooting and Support'.

Note 3: You will return to the spreadsheet when you have finished uploading the CSV file and have received an email confirmation from the Oracle EBS system. If circumstances are such that you need to return at a later time to upload the CSV file or correct errors, you can retrieve the copy automatically saved to the Backup folder and continue on. It is important to confirm you are selecting the right file when retrieving files from your **Backup Folder**. Remember to "enable macros" after opening the spreadsheet again.

After successfully uploading the CSV file to King County Accounts Payable you are ready to proceed to the next step, '[Preparing the Voucher Approval Document](#)'.

Chapter 7: Preparing the Voucher Approval Document

Once King County Accounts Payable has received the CSV file you uploaded, proper authorization from the district is required in order to process the payment requests. The Voucher Approval Document is designed to capture this authorization and is automatically generated during the **Validate & Export CSV** process. You will be taken to the 'Voucher Approval' tab after the process has completed.

Note: If you are retrieving a previously saved copy of the spreadsheet with payment data, check to make sure the 'File Name' on the Voucher Approval Document matches the CSV file you uploaded; otherwise your payment request cannot be processed. If the filenames do not match, look in your Backup folder for the spreadsheet that matches the filename of your uploaded file, and open it. The Voucher Approval Document in that spreadsheet will match the file you uploaded.

❶ Print the Voucher Approval Document. The number of pages printed is dependent on the number of transaction lines to be processed. It is commonly 2-3 pages, but can be longer if you have a significant number of payment requests.

❷ Collect authorized signatures. These will either be delegated Auditing Officer or Board Member signatures depending on whether there is a board resolution delegating the Auditing Officer signatory authority.

> **Note:** More information on authorized signatures can be found in the Accounts Payable section of the King County Special Districts web page at:
> http://www.kingcounty.gov/operations/Finance/Special_Districts.aspx

❸ Scan all pages, PDF and email the complete, signed, Voucher Approval Document to SpecialDist.AP@kingcounty.gov. Alternatively, you may mail or fax all pages of the printed and signed Voucher Approval Document to the address or fax number listed on the Voucher Approval Document; however, this is not the preferred method and will delay the process of issuing payments.

> **Note:** After King County Accounts Payable has processed your voucher request they will email you a confirmation message.

Congratulations! You are now finished and can close the AP "Smart" Spreadsheet.

Appendix A: Enabling Macros

Macros are sets of recorded instructions designed to perform repeated processes within Excel. The "Smart" Spreadsheet requires macros in order to perform many essential functions. Most macros are useful, but others can be harmful. This is why the default setting in Excel requires permission to run macros. Each version of Excel has a different way of granting this permission. You will need to grant permission to enable macros each time you open the "Smart" Spreadsheet.

If you are unsure about which version of Excel you have, press F1 to open the Help window. You may have to scroll down to find it, but in that window it will tell you what version you are using.

For Excel 2003: Unless your security level is set to **High**, when you open the "Smart" Spreadsheet you will see a window like the one below.
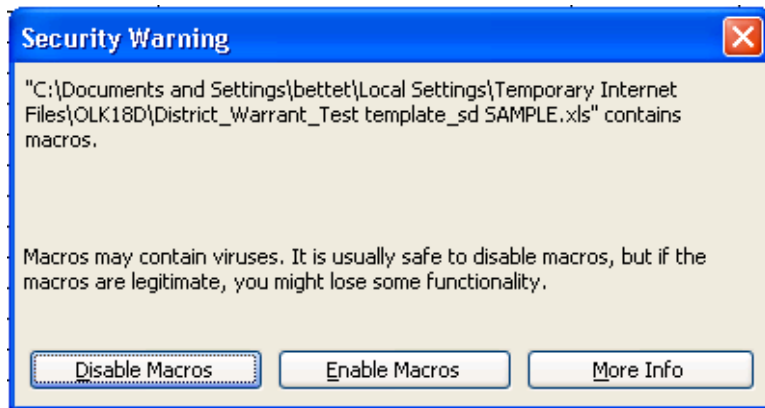

Figure 16

❶ Click on 'Enable Macros'.

Note: If your security level is set to **High**, follow the on screen instructions to lower your security level to **Medium**. Then close Excel and reopen the spreadsheet. You should now see the 'Security Warning' window and be able to click on 'Enable Macros'.

For Excel 2007: When you open the "Smart" Spreadsheet you should see a gray 'Security Warning' message a quarter of the way down the screen.
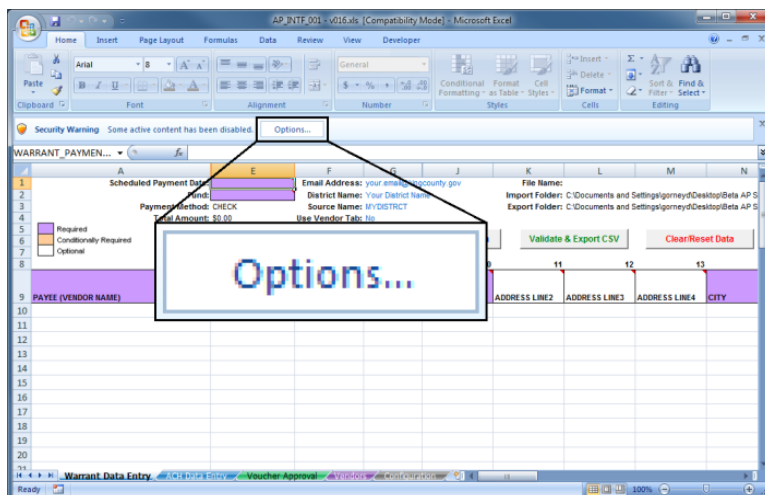

Figure 17

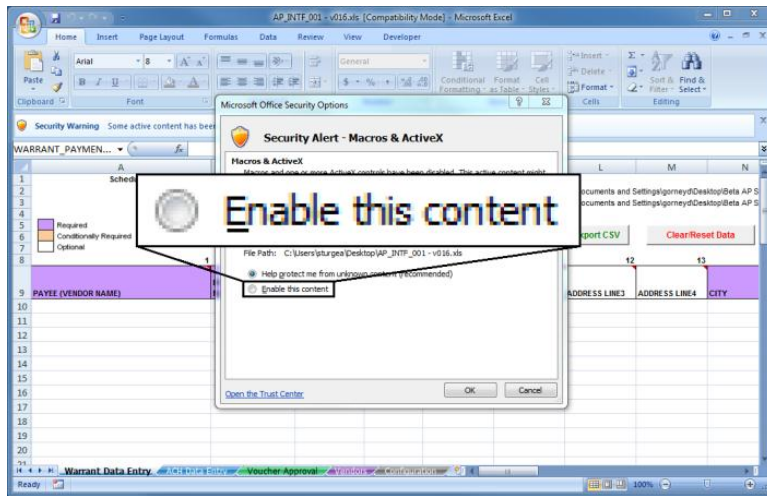❶ Click on the **Options…** button.

Figure 18

❷ Select 'Enable this content' and click **OK**.

For Excel 2010: When you open the "Smart" Spreadsheet you should see a yellow 'Security Warning' message approximately one quarter of the way down the screen.
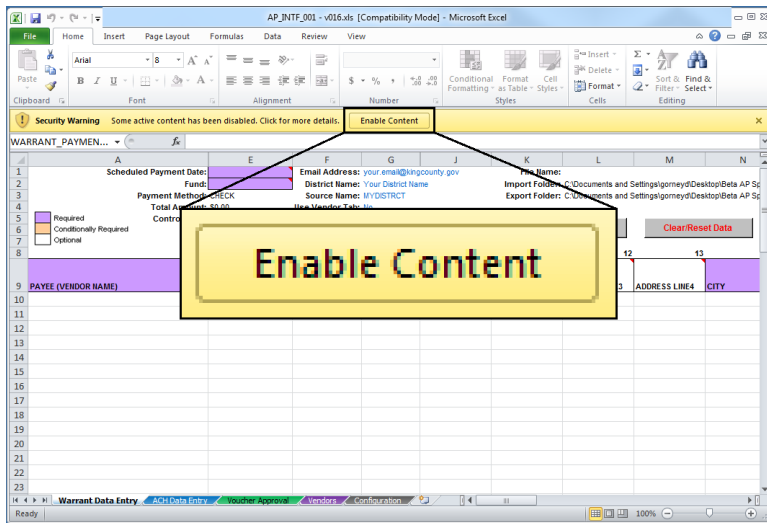

Figure 19

❶ Click on **Enable Content**.

Appendix B: Using the 'Vendors' Tab

The 'Vendors' tab allows you to store addresses for vendors within the "Smart" Spreadsheet – similar to an address book. When you enter a vendor's name through any data entry method, the "Smart" Spreadsheet will automatically look up the vendor's name in the 'Vendors' tab, and if there is an exact match, will fill in the address associated with that name. The 'Vendors' tab will also place your payees into a drop down list and let you select them from the 'Warrant Data Entry' tab.

The 'Vendors' tab feature makes it easier to enter payments as compared to manually typing in vendor name and address information for each transaction. It can also be used in conjunction with the Import Data Entry Method to leverage limited export capabilities of older finance systems *(e.g. finance systems that can only export a limited number of fields)*.

Note 1: The 'Vendors' tab will not be visible unless the **Use Vendors Tab for Warrant Data Entry** option is set to 'Yes' in the 'Configuration' tab.

Note 2: The **Print Vendor Address on Warrants?** option must be set to 'Yes' in the 'Configuration' tab or the address information will not automatically be filled in on the 'Warrant Data Entry' tab.

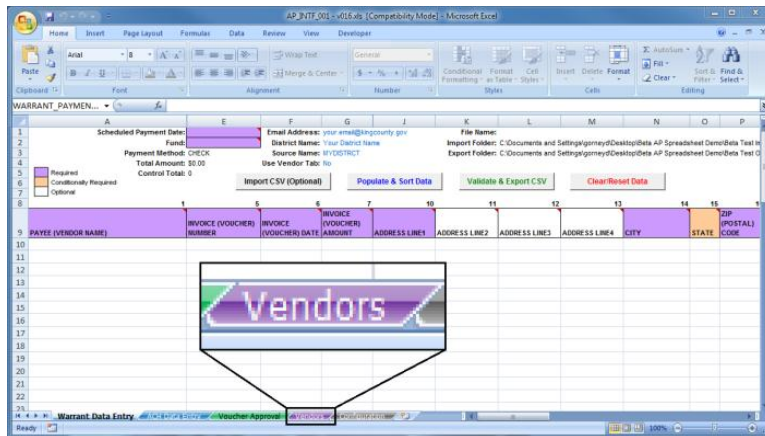## Setting Up the 'Vendors' Tab

❶ With the 'Vendors' tab enabled in the 'Configuration' tab, click on the purple 'Vendors' tab at the bottom of the spreadsheet.

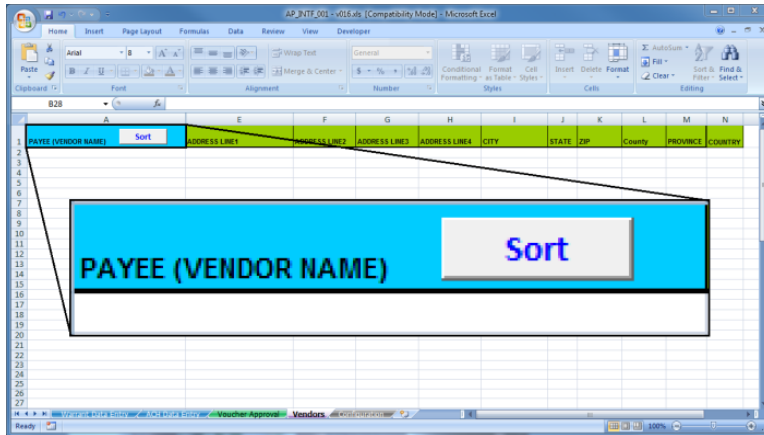**Note:** If the 'Vendors' tab does not appear, see Appendix A: 'Enabling Macros'.

Figure 20

Figure 21

❷ Begin with the first empty field in the **Payee (Vendor Name)** column and type the name of the vendor, as you would like it to appear on the warrant or, if used in conjunction with the Import Data Entry Method, exactly as it exists in your finance system.

Note 1: The maximum number of characters for the **Payee (Vendor Name)** is forty (40).

Note 2: Each vendor name must be unique and may only be entered once in the 'Vendors' tab. For vendors with multiple address locations, it is recommended to modify the vendor name to reflect the different locations *(e.g. Comcast – Seattle, Comcast – Bothell, Comcast – Kent, etc.)* so they appear in the drop-down list when entering data in the Warrant Data Entry tab. Duplicate entries will generate an error message.

❸ Enter the vendor's address information, as you would like it to appear on the warrant, in the appropriate cells to the right of the vendor's name.

❹ Repeat steps ❷ and ❸ for as many vendors as needed.

❺ After you have finished entering your vendor name and address information, click the **Sort** button. This will alphabetically sort the list of vendors and addresses on the screen, as well the **Payee (Vendor) Name** drop-down list on the 'Warrant Data Entry' tab.

Note 1: If you entered a vendor name more than once, you will be prompted to remove the additional entries when you click the **Sort** button or switch tabs.

Note 2: The sort step should be done any time a new vendor is added to the 'Vendors' tab.

❻ Save the spreadsheet *(Ctrl+S)* so the next time you open the "Smart" Spreadsheet you will not need to perform these steps again.

Tip: Click on the 'Warrant Data Entry' tab at the bottom of the spreadsheet before saving so that when you open the spreadsheet in the future it opens on the 'Warrant Data Entry' tab instead of the 'Configuration' tab.

Appendix C: Import File Structure

Most modern finance systems have the ability to export payment information to a CSV file. However, without sophisticated technical development, these CSV files would not contain all of the information required by King County's Oracle EBS finance system in order to process voucher requests from each of the Special Districts. To take advantage of this export capability without the need for sophisticated technical development, the "Smart" Spreadsheet is able to import these CSV files, populate the additionally required information, and convert them into a format that the Oracle EBS system can process.

Note: To find out if your finance system supports exporting payment information to a CSV file, contact your finance system's technical support group.

The format of your CSV file will depend on whether your configuration is set to use the 'Vendors' tab.

If You Are Using the 'Vendors' Tab

If you are using the 'Vendors' tab, each row of your CSV file must have a place for five (5) data elements, separated by commas. Those data elements are as follows:

Field Position	Field Name	Required/ Optional
1	Vendor Name	Required
2	Invoice Number	Required
3	Invoice Date	Required
4	Invoice Amount	Required
5	Description	Optional

An actual CSV file with three transaction lines might look something like this:

> **ACME,COYOTE4,12/24/2012,19.99,ROCKET SKATES**
> **STAPLES,12242012,12/24/2012,15.40,**
> **PSE,12242012,12/24/2012,136.33,ACCOUNT 542-603-111-2**

Note 1: If data elements are left blank you will still need to have commas separate them (as in the Staples example above).

Note 2: Because CSV files use commas as separators, if one of your data elements has a comma in it you will need to put it in double quotes so the Oracle EBS system will know to ignore the comma. For example: SMITH, JOHN will need to be "SMITH, JOHN" in the CSV file. Many finance systems will insert the double quotes automatically.

If You Are <u>Not</u> Using the 'Vendors' Tab

If you are not using the 'Vendors' tab, you will need to supply the address information as well. If you have the option **Print Vendor Address on Warrants?** set to 'No', you may leave fields 4-13 blank. The data elements are as follows:

Field Position	Field Name	Required/ Optional
1	Vendor Name	Required
2	Invoice Number	Required
3	Invoice Date	Required
4	Invoice Amount	Required
5	Address Line 1	Conditional
6	Address Line 2	Optional
7	Address Line 3	Optional
8	Address Line 4	Optional
9	City	Conditional
10	State	Conditional
11	Zip	Conditional
12	Province	Conditional
13	Country	Optional
14	Description	Optional

An actual CSV file might look something like this:

> **ACME,COYOTE4,12/24/2012,19.99,,,,,,,,,,ROCKET SKATES**
> **STAPLES,12242012,12/24/2012,15.40,701 5TH AVE,STE 5100,,,SEATTLE,WA,98104,,US,**
> **PSE,12242012,12/24/2012,136.33,,,,,,,,,,ACCOUNT 542-603-111-2**
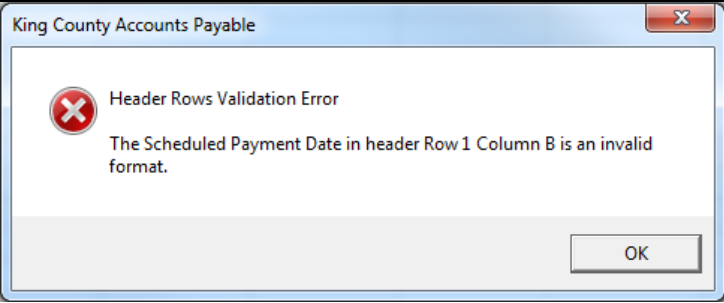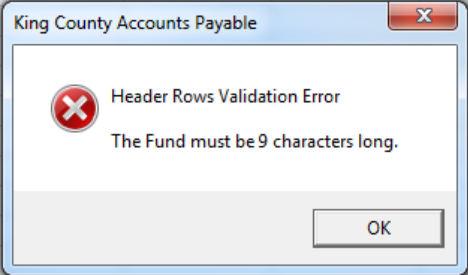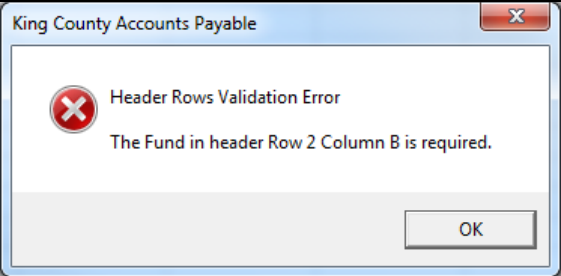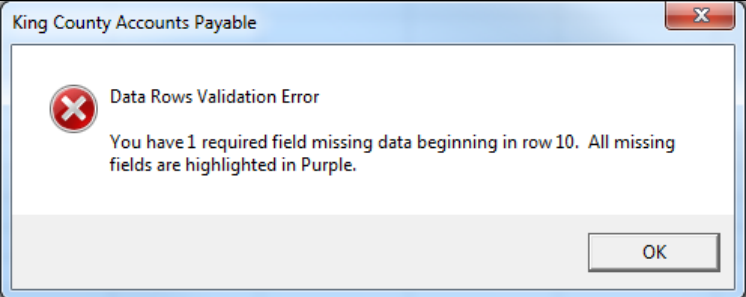
Note 1: If data elements are left blank you will still need to have commas separate them (like the Staples example above).
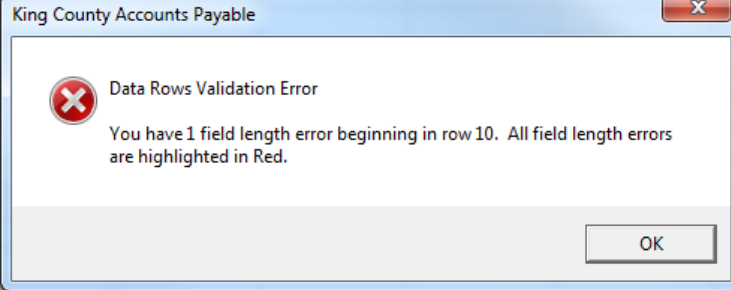
Note 2: Because CSV files use commas as separators, if one of your data elements has a comma in it you will need to put it in double quotes so the Oracle EBS system will know to ignore the comma. For example: SMITH, JOHN will need to be "SMITH, JOHN" in the CSV file. Many finance systems will insert the double quotes automatically.
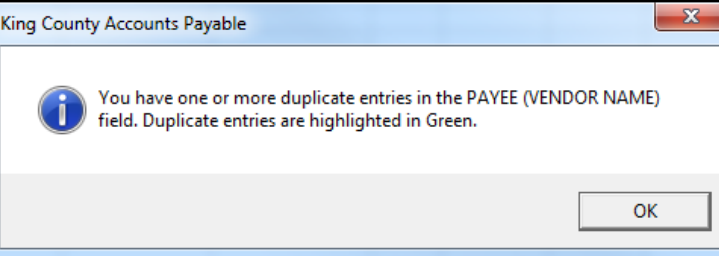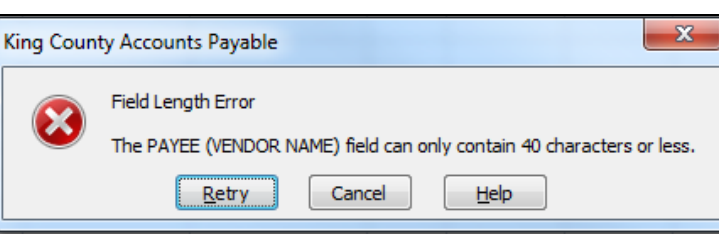
Appendix D: Troubleshooting & Support

Common "Smart" Spreadsheet Error Messages

These validation error messages will appear as pop-up messages within the "Smart" Spreadsheet when you click on the **Validate & Export CSV** button.

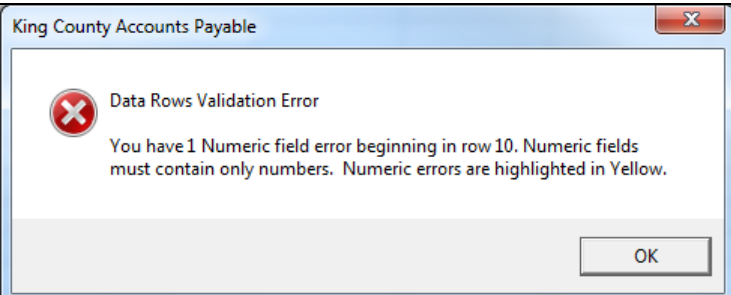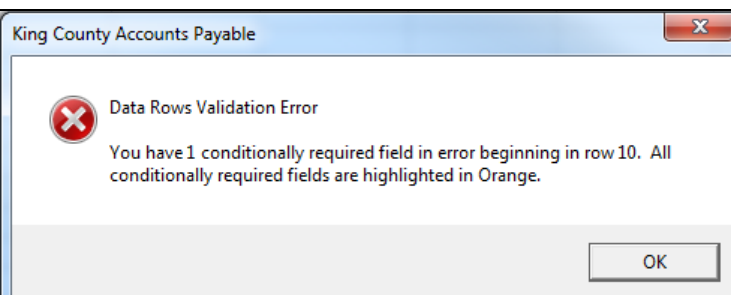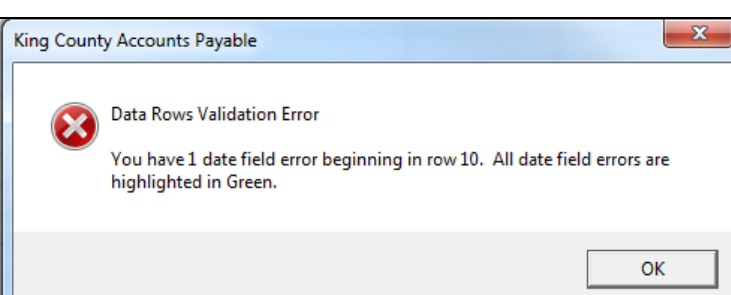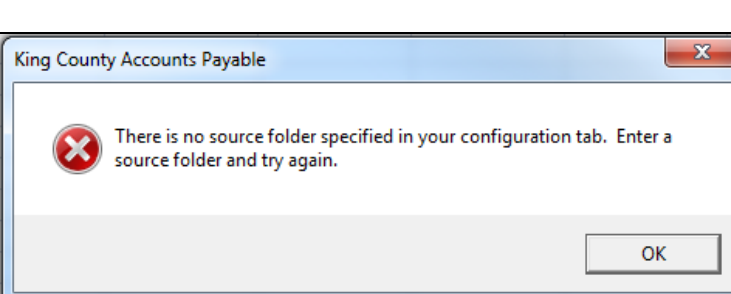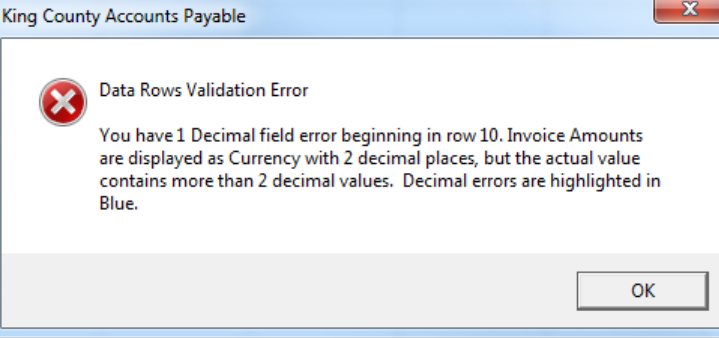| Error Message	Reason
King County Accounts Payable — Header Rows Validation Error — The Scheduled Payment Date in header Row 1 Column B is an invalid format.	The **Scheduled Payment Date** field does not contain a valid date format. Acceptable formats are: MM/DD/YYYY, MM/DD/YY, M/D/YYYY, M/D/YY, YYYY/MM/DD. A dash "-" can be used in place of a slash "/".
King County Accounts Payable — Header Rows Validation Error — The Fund must be 9 characters long.	The **Fund** field contains data however it is not a 9 digit number. If your fund number contains the number zero, confirm the number entered is a "0" and not the letter "o".
King County Accounts Payable — Header Rows Validation Error — The Fund in header Row 2 Column B is required.	The **Fund** field is missing a valid 9 digit fund number.
King County Accounts Payable — Data Rows Validation Error — You have 1 required field missing data beginning in row 10. All missing fields are highlighted in Purple.	A required field is missing data. Required fields must contain valid data. Required fields are shown in Purple. Hovering your mouse above the field label will show more information about each field.

King County Accounts Payable ☒ ❌ **Data Rows Validation Error** You have 1 field length error beginning in row 10. All field length errors are highlighted in Red. [OK]	Each field has a limit to the number of numbers or characters it can contain. Hovering your mouse above the field label will show more information about each field. Field length errors are highlighted in Red.
King County Accounts Payable ☒ ❌ **Data Rows Validation Error** You have 1 Numeric field error beginning in row 10. Numeric fields must contain only numbers. Numeric errors are highlighted in Yellow. [OK]	A field expecting a number contains a non-numeric character. This could be letters, spaces or punctuation characters. Remove any non-numeric characters. Fields that require numbers are highlighted in Yellow.
King County Accounts Payable ☒ ❌ **Data Rows Validation Error** You have 1 conditionally required field in error beginning in row 10. All conditionally required fields are highlighted in Orange. [OK]	A conditionally required field is missing data. For example, if the **Country** is set to 'CA' *(Canada)*, then **Province** is required and **State** is not required. **State** and **Province** are conditionally required fields. Conditionally required fields are shown in Orange.
King County Accounts Payable ☒ ❌ **Data Rows Validation Error** You have 1 date field error beginning in row 10. All date field errors are highlighted in Green. [OK]	Incorrect Date format. Acceptable formats are: MM/DD/YYYY, MM/DD/YY, M/D/YYYY, M/D/YY, YYYY/MM/DD. Fields with date format errors are highlighted in Green. A dash "-" can be used in place of a slash "/".
King County Accounts Payable ☒ ❌ There is no source folder specified in your configuration tab. Enter a source folder and try again. [OK]	An **Export Folder** location has not been set in the Configuration tab. This is the location where the output CSV file will be exported to and is a required field.

	Incorrect Amount format. The field only accepts two decimal places. Correct the **Invoice Amount** to have only two numbers after the decimal. Decimal errors are highlighted in Blue.
	A duplicate **Payee (Vendor Name)** has been detected in the 'Vendors' tab. Entries must be unique. Appending a location to the name is an option for making the entries unique *(e.g. Comcast vs. Comcast – Seattle)*.
	The **Payee (Vendor Name)** field length has been exceeded. Please reduce the length of the payee name to 40 characters or less.

Common Oracle EBS Error Messages

These error messages below may be received by email shortly after uploading the CSV to the Oracle EBS system.

Messages	Explanation
INVALID SUPPLIER SITE	The payee information 1) does not match the payee information in Oracle EBS, 2) does not exist in Oracle EBS, or 3) was not created properly in Oracle EBS. Contact the Special Districts Hotline (Option #1) for assistance.
Cannot derive valid GL Code combination, one of the segment is not valid [*VALUE*]	The GL Code combination is created for you on the **Populate & Sort** step. Check that the fund number you supplied is

	correct. If not, correct it, click the **Populate & Sort** and **Validate & Export CSV** buttons again, and upload the <u>new</u> CSV file. If the fund is new, the set up in Oracle EBS may need to be reviewed. Contact the Special Districts Hotline (Option #1) for assistance.
Pay Group is not defined in the system. Pay group found in the file is [*VALUE*]	The Pay Group is based on the **Fund Number** and is created for you during the **Populate & Sort** step. Check that the fund number you supplied is correct. If not, correct it, click the **Populate & Sort** and **Validate & Export CSV** buttons again, and upload the <u>new</u> CSV file. If the fund is new, the set up in Oracle EBS may need to be reviewed. Contact the Special Districts Hotline (Option #1) for assistance.
Unable to create payee with the given City State Zip code combination as no County could be derived from it [*VALUE*]	One or more of the values in the **City**, **State**, **Zip Code**, **Province**, and/or **Country** fields do not match the Oracle EBS system. Check that the values are spelled and populated correctly. Click the **Populate & Sort** and **Validate & Export CSV** buttons again, and upload the <u>new</u> CSV file. You may also contact the Special Districts Hotline to obtain the Oracle EBS valid values before correcting and re-exporting the CSV file.
One of the lines associated with this invoice failed in validation	Oracle EBS was unable to process one of the payments from the fund you specified. Contact the Special Districts Hotline (Option #1) for assistance.

ACCT DATE BEYOND ENC YEAR	Occurs when a payment request (invoice/voucher) is submitted with an invoice date that is 'future dated' or outside of the open calendar year. Please review and correct your invoice to be in the current or past calendar year, click the **Populate & Sort** and **Validate & Export CSV** buttons again, and upload the new CSV file.
There are some errors with one of the lines with this Invoice	Oracle EBS was unable to process one of the payments from the fund you specified. Contact the Special Districts Hotline (Option #1) for assistance.
File Rejected for the following reason *Duplicate Record*	You have submitted a CSV file with the same file name in the past. To regenerate and submit the payment information, open the Excel (.xls) file from your Backup folder, click **Validate & Export CSV**, and upload the new CSV file.

Need Additional Help?

If you require additional assistance please visit the King County **Special Purpose District webpage** at http://www.kingcounty.gov/operations/Finance/Special_Districts.aspx or call the **Special Districts Hotline** at (206) 205-9000 and select Option #1 for the Accounts Payable group.

Appendix E: Overview of How Payments Are Processed

❶ Payment data is entered into the smart spreadsheet, then exported into a CSV file

❷ The CSV file is uploaded to the Axway server

❸ 5-15 minutes after the upload, King County's pre-validation program verifies that the data looks good, and then sends out a confirmation email

❹ The voucher approval document is printed and signed, and then scanned and emailed to King County's Accounts Payable (AP) department

❺ AP then reviews the approval document, approves the batch, and sends out another confirmation email

❻ Warrants are issued and either mailed, or held available for pickup